

# Suspension/Vacation Deduction Form



Pursuant to the City of Tempe Personnel Rules and Regulations, Rule 4, Section 406 H-I, an employee may use accrued vacation leave for day(s) in lieu of suspension with approval of the Department Manager. ***Note: Employees who have not served their initial probationary period are not eligible for this option.***

---

Employee's Name: \_\_\_\_\_ Employee's Title: \_\_\_\_\_

Employee's ID #: \_\_\_\_\_ Department/Division: \_\_\_\_\_

This employee has elected to use \_\_\_\_\_ hours of his/her vacation time in lieu of suspension time effective from \_\_\_\_\_ to \_\_\_\_\_ .  
Month/Day/Year Month/Day/Year

## Approval Signatures:

Employee's Signature/Date: \_\_\_\_\_  
Month/Day/Year

Supervisor's Signature/Date: \_\_\_\_\_  
Month/Day/Year

Department Manager's Signature/Date: \_\_\_\_\_  
Month/Day/Year

---

## Payroll:

Date Received: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Effective Date: \_\_\_\_\_

**Returned original copy of completed form to Human Resources,  
c/o Deborah Schinzel  
with copy to Kathy Ferguson c/o Financial Services.**